

## **SAMPLE LETTER**

Dear Student:

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACTPLAN, ACT, or MME. The following table shows the complete list of scores that qualify students for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACTPLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.

3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

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6. School districts are required to pay the lesser of:
  - a. The actual charge for tuition, mandatory course fees, materials fees and registration fees; or
  - b. that state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

Please review the contents of this letter with your parents. If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact **[Counselor/Principal]**.

Sincerely,

**[Principal signature]**